

RESOLUTION 624

CITY OF LACEY

A RESOLUTION AUTHORIZING THE PROCEDURE FOR SECURING TELEPHONE AND/OR WRITTEN QUOTATIONS FROM VENDORS FOR PURCHASES OF SUPPLIES, MATERIALS, EQUIPMENT OR SERVICES WHERE THE AMOUNT IS BETWEEN \$7,500.00 AND \$15,000.00 IN VALUE

WHEREAS, RCW 35.23.352 provides that advertisement and competitive bidding may be dispensed with as to purchases of supplies, materials or equipment between \$7,500.00 and \$15,000.00 if a procedure is established for securing telephone and/or written quotations from enough vendors to assure establishment of a competitive price and for awarding such contracts for purchase of supplies, materials or equipment to the lowest responsible bidder; and

WHEREAS, it is in the interest of the City of Lacey to establish such a procedure; now, therefore

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LACEY, WASHINGTON, as follows:

The City Manager, or his designee, may solicit telephone and/or written quotations in lieu of advertisement and competitive bidding for purchases of supplies, materials, equipment or services other than professional services where the cost thereof is between \$7,500.00 and \$15,000.00, provided that the procedures set forth in this resolution are followed. This authority shall be in addition to the authority granted by RCW 35.23.352 for purchases of a value of less than \$7,500.00, which purchases shall be made in accordance with administrative regulations adopted by the city manager.

A. Whenever possible, not less than three prospective vendors shall be contacted by telephone or by letter and advised as to the specifications for the item or items for which quotations are being sought. The number of vendors contacted may be reduced if the item or items being sought are only available from a smaller number of vendors. An explanation shall be placed in the procurement file when fewer than three bids are requested, or if there are fewer than three replies. Bid specifications should, whenever possible, be drafted to permit at least three vendors to qualify as prospective bidders.

B. Whenever possible, bids will be solicited on a lump-sum or fixed unit price basis.

C. Telephone or written requests for quotations shall specify at a minimum for the following:

1. Item(s) to be purchased
2. Number of units
3. Tax
4. Delivery time requirements
5. Freight posts
6. Point of delivery
7. Terms of payment

D. Tabulation of telephone or written quotations shall be on forms provided by the Finance Department and shall include at a minimum the information described in Paragraph C.

E. Upon written authorization of the city manager or his designee, the supplies, materials or equipment will be ordered from

the lowest responsible bidder, whose quotation meets all specifications established for the item or items being purchased.

F. Written confirmation of telephone quotations from responsible vendors is not required, but may be requested when warranted.

G. Immediately after the award is made, the bid quotations are to be recorded and open to public inspection and are available by telephone inquiry.

PASSED BY THE CITY COUNCIL OF THE CITY OF LACEY,
WASHINGTON, this 25th day of February, 1988.
CITY COUNCIL

BY Kay M. Boyd
Mayor

Attest:

Timothy McGuire
City Clerk

Approved as to form:

[Signature]
City Attorney